



## CALL FOR SESSION PROPOSALS

*Draft of 8.22.12 -- Pending theme selection*

*Proposals must be received by January 17, 2013*

### **California Trails & Greenways Conference**

[www.parks.ca.gov/trails/conference](http://www.parks.ca.gov/trails/conference)

**May 8 - 10, 2013**

*Lake Tahoe's Granlibakken Conference Center & Lodge*

Planning for the 28<sup>th</sup> *California Trails & Greenways Conference* is well underway. We are now seeking session proposals on the full range of trail & greenway topics, and are requesting proposals on timely and relevant subjects about which you have proven expertise. Your contribution of knowledge and information will ensure that dedicated trail advocates and professionals continue to receive the high quality, up-to-date trail management guidance they have come to expect from the Trails & Greenways Conference. It is also an opportunity to highlight your own leadership, dedication and expertise to California's trails community.

Conference sessions are from 1 to 1½ hours in length, and will take place either Thursday (May 9th) or Friday morning (May 10th). Both expert and novice trail leaders attend the Conference to learn basic skills as well as practical, cutting-edge techniques. It is essential that the session you propose focus on the "teachable skills" you will provide. Listed below are some suggested topics that came from last year's conference survey. Also included are guidelines for planning a conference session. Sessions presented during past conferences can be reviewed at [www.parks.ca.gov/trails/conference](http://www.parks.ca.gov/trails/conference).

In addition, we anticipate having the conference theme selected by late September at which time we will update these materials to include the theme and related topics session proposals may wish to consider.

In order to keep the conference as affordable as possible, we have been very fortunate that presenters have been willing to donate their time and expertise in the preparation and presentation of high quality sessions. However, as a token of our sincere appreciation, all presenters will receive a \$25 credit that may be applied to any of the online registration options available at the 2013 Trails Conference.

To submit a session proposal, simply complete the Session Proposal Form found on page 5 and return by mail, email or fax as directed at the bottom of the form. **Session Proposals must be received by January 17, 2013.** **Submission of proposals does NOT constitute acceptance.** The Conference's Selection Committee will make the determination and notify the designated Session Chair in early February.

Please carefully review the attached materials, designed to assist you in preparing a successful proposal:

- Conference Session Guidelines
- Tips for Successful Conference Sessions
- Topics to Consider, including those requested by 2012 Conference attendees
- Session Proposal Form (page 5 and 6)

The 2013 Conference will take place at the Granlibakken Conference Center & Lodge, May 8 to 10 (Wednesday through Friday). If you have any questions regarding your proposal, please contact Conference Co-chair Alex Stehl at 916.651.8713 or [astehl@parks.ca.gov](mailto:astehl@parks.ca.gov).

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### **SESSION PROPOSAL FORM**

**Continued**

#### **Session Chair**

*[For the individual responsible for coordinating the session, provide name, title, affiliation, address, phone, email, a short 3-4 sentence biography establishing credibility. Please note that the name of the session chair and their email address will be provided as part of the session list on the Conference website.]*

#### **Additional Session Presenters' names, affiliations, contact information and brief bio**

*[Strongly urge no more than 3 presenters. For each additional presenter provide name, title, affiliation, address, phone, email, and a short 3-4 sentence biography establishing credibility.]*

#### **Proposed Length of Session**

*[The longer sessions have fewer available times.]*

☐ 1 Hours      ☐ 1 ¼ Hours

***Information may be provided on additional pages, if needed.***

**Please submit proposals by January 17, 2013 to:**

Alex Stehl, Conference Co-Chair  
California State Parks, Statewide Trails Section  
USPS mail: P.O. Box 942896, Sacramento, CA 94296-0001  
Street Address: 1416 - 9<sup>th</sup> Street, Room 1442-7, Sacramento, CA 95814  
Phone: 916. 651.8713    Fax: 916.653.4458  
[astehl@parks.ca.gov](mailto:astehl@parks.ca.gov)



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### **SESSION PROPOSAL FORM**

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#### **Session Title**

*[Limit title to 8 words.]*

#### **Session Description**

*[Limit session description to 100 words. What is the topic of your session?]*

#### **Educational Objectives**

*[What will attendees learn from your presentation? List 2-3 specific points that will assist registrants in their trails work. Proposals that focus on projects, without providing concrete, teachable skills, will be rejected. ]*

#### **Audience Level**

*[Will your session be geared toward individuals with specific skills or levels of expertise?]*

#### **Session Structure**

*[How will the session be presented? Panel discussion, demonstration, audience interaction, etc. Describe.]*

Continue on next page



# Topics to Consider

Draft pending theme selection

## 28<sup>th</sup> California Trails & Greenways Conference

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### ➤ 2013 Theme will be determined by late September with topic suggestions posted at that material updated

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### ➤ Interpretation

- Basic interpretation skills and tools
- Innovative interpretive programs
- Promoting trail programs
- Keeping trails relevant & interesting -- enhancing the connection with nature, culture & history
- "Telling the story" -- how to inform users about unique habitats, histories & cultures
- Integrating trail use and ecology -- appreciating the value and nuance of the natural environment

### ➤ Finance

- Making the tough budget decisions
- Federal, state and local funding opportunities
- How to do more with less
- Connecting with private philanthropy
- "Sharing the load" -- multi-agency/nonprofit partnership agreements
- Grant writing skills
- Promoting trails for community economic development

### ➤ Community

- Making trails relevant to non-trail users
- Attracting diverse populations to rural and urban trails
- Getting beyond conflict and uniting the trail community
- Building public support & fostering collaborations among trail users, politicians, businesses, constituents and management
- Understanding cultural norms and overcoming inhibitions to trails & open space
- Trail events
- Volunteers -- recruiting, managing, training and keeping them engaged
- Volunteer "trail watch" programs
- Innovative uses of social media
- How to engage trail enthusiasts as advocates
- Negotiation basics (access, partnerships, etc.)

### ➤ Sustainability and Resource Management

- The education of first generation trail users
- Fire management and recovery
- Enhancing trails' compatibility with nature
- Species protection & recreation
- Managing and mitigating overuse
- Habitat restoration
- GIS/GPS as management tools
- Way-finding trends and techniques

### ➤ Trail & Greenway Planning, Construction & Maintenance

- Online mapping innovations
- New and basic trail construction equipment, tools and materials for trail building
- Basic trail maintenance skills
- Good existing trails and why they've withstood the test of time
- Overcoming the complexities of planning trails to the satisfaction of diverse stakeholders
- Making the most of challenging sites ("Making lemonade from lemons")
- What's new in accessibility & mobility requirements, remedies and devices
- Managing water -- stream crossings, run-off, etc.
- Basic planning, lay-out and design of multi-use trails
- Wilderness trail techniques
- Understanding NEPA & CEQA, permits and other regulatory requirements
- Water trails



# Tips for Successful Sessions

## 28<sup>th</sup> California Trails & Greenways Conference

[www.parks.ca.gov/trails/conference](http://www.parks.ca.gov/trails/conference)

- **Set clear learning objectives for your presentation.** What is the specific value of the information you will present? Describe what efficiencies, performances or other improvements will result from your presentation. Then make sure your audience walks away with tangible elements that are of practical use. *Proposals that highlight projects without providing clear teachable skills will be rejected.*
- **Consider your audience.** What are the teachable skills you'll be providing and who are the people that will benefit the most by receiving these skills. Also consider interactive discussions or activities to engage the group in problem solving.
- **Define terminology and acronyms.** The audience is there to benefit and learn from your experience, and it should be assumed that much of your terminology will be new to at least some, so limit phrases and acronyms, and speak plainly. Articulate your objectives without jargon.
- **PowerPoint tips:**
  - Prior to the conference, **schedule an appointment with Barry Trute either the day before or at least 3 hours before your presentation to download and test your electronic files.** See details in *Conference Sessions Guidelines* above.
  - **Time your PowerPoint.** An audience's average attention span to any single PowerPoint slide is about 2 minutes or 15 slides for a 1/2-hour presentation. So limit the number of slides and projected text. **DO NOT** read your PowerPoint. *A successful PowerPoint presentation augments your session, it does not dictate it.*
  - **Test your PowerPoint presentation with a projector** to ensure image clarity when slides are enlarged and projected in a fully lit or dimly lit room.
- **Limit panel size to 3** to enable reasonable time for each panelist to present their segment of the session. *We strongly urge not more than three panel members for any of the 1 to 1¼ hour sessions.*
- **Clarify panelists' roles and make sure they are fully informed about the time they have,** the order of their presentation (for a structured rotation of panel presentations), and the particular expertise they bring to the discussion **BEFORE** the session begins.
- **Stay on topic,** provide relevant information about trails; and do **NOT** focus the presentation on yourself, your organization or your project. *Emphasize teachable skills that will directly benefit your audience.*
- **Allow a minimum of 10 minutes at the end of the session for questions and answers.**



## Conference Session Guidelines

### *28<sup>th</sup> California Trails & Greenways Conference*

[www.parks.ca.gov/trails/conference](http://www.parks.ca.gov/trails/conference)

Following is general information about conference sessions. Additional questions regarding sessions can be directed to Alex Stehl at 916.651.8713 or [astehl@parks.ca.gov](mailto:astehl@parks.ca.gov). Questions regarding audio/visual and other technical needs can be directed to Barry Trute at 916.653.3495 or [btrute@parks.ca.gov](mailto:btrute@parks.ca.gov).

#### ➤ **Audio/visual & other technical arrangements**

The following equipment is provided in each session room: projector, screen, remote control/pointer and laptop with a **Windows XP** operating system and Microsoft **PowerPoint 2003**. Additional equipment **may** be provided **ONLY** by prior arrangement. Any software updates will be communicated as they become available.

Barry Trute will contact each presenter to discuss audio/visual needs. It is essential to the success of any presentation utilizing audio/visual equipment that presenter needs and expectations are fully discussed with Barry at least **one month** prior to the conference.

Prior to arriving at the conference, **YOU ARE STRONGLY URGED** to contact Barry to schedule time at the conference to download and test your files. Colors and text sometimes look quite different projected on a large screen compared to a small computer screen. Audio/visual staff will be available Wednesday, April 18<sup>th</sup>, and two hours before the first concurrent session Thursday and Friday (April 19 – 20) to download and test presentation files. Failure to do so will only add to the stress of your presentation.

We ask that electronic files be provided to us on compact disk or DVD, as opposed to flash drive. Please note on the disk or DVD, your name, a cell number we can reach you at, and the name, date and time of your presentation. Compact disks or DVDs are preferred, as flash drives are hard to label and may not be returned.

- **Audience size:** Presenters should be prepared for a maximum of 65 for concurrent sessions. If you are preparing handouts, please bring enough for your session. Any remaining copies will be made available to other conference attendees. For a greener conference, please consider recycled paper, double-sided copying and web citations instead of extensive text.
- **Handouts & electronic presentations:** We ask that your electronic presentation and handouts be sent to us prior to or immediately following the conference so they may be posted on our website. Please include your contact information in the document.